

## RECYCLING PLAN AND DISPOSAL REPORT FORM

**SECTION 1. To be completed for all projects that are 1,000 square feet or larger or at least \$50,000 in value that do not use a certified roll-off company or a certified recycling/disposal facility. This form must be approved before a Building Permit can be issued. Call 781-1585 for a list of certified companies and facilities. Don't delay your permit, fill out Sections 1 & 2!**

Application Number	Owner Name
Site Address	Owner Address
APN	Contractor Name
Project Cost Estimate	Contractor Address
Square Footage	Contractor Phone
Garbage/Recycling Company	Applicant Name
Disposal/Recycling Facility	Applicant Signature

**SECTION 2. Recycling Plan** – to be completed by all Project Applicants prior to the permit being issued unless a Certified Roll-Off Company or facility is used for recycling and disposal.

**SECTION 3. Disposal Report** –To be completed before Final Approval/Sign Off. The Disposal Report must be done for all finished projects not using a Certified Roll-Off Company or facility. Fill in quantities below and **attach all original disposal & recycling receipts**.

Materials	Before Construction (Estimated Tons)		After Construction (Actual Tons)				All disposal & recycling receipts must be submitted
	To Landfill	To Recycling	Tons Disposed in Landfill	On-Site Reuse	Off-Site Recycling	Total Recycled	
Land Clearing							Tons Generated
Inerts (Concrete, A/C, etc.)							
Drywall							
Metals							
Lumber							
Cardboard							Sum of Diverted Materials
Mixed Recyclables							
Trash							Percent of Materials Diverted, Actual Diversion
<b>Totals</b>							
<b>Estimated % Diversion</b>							

Official Use Only		<b>Final Project Approval will be delayed if Section 3 is not completed and receipts are not submitted.</b>	Official Use Only	
Plan Approved			Balance	
Project Exempt			Disposal Report Approved	
Plan Denied			Disposal Report Denied	
Information Required			Information Required	
Date		Questions? Call 781-1585 for questions about this form.	Date	
Reviewed/Approved By			Reviewed/Approved By	

## RECYCLING PLAN AND DISPOSAL REPORT FORM

**ALLOW ONE WEEK FOR THIS FORM TO BE PROCESSED BEFORE PERMIT IS ISSUED AND BEFORE FINAL PROJECT INSPECTION/APPROVAL**

### Before Construction or Demolition begins

1. County Code requires half of all the trash you generate on site be diverted from landfills (that is, recycled). You need to plan how you are going to be sure this material is recycled.
2. **If you are not using an IWMA-certified roll-off company or IWMA-certified facility**, you need to fill in Sections 1 & 2. Use the Waste Generation Guide and Conversion Factors provided below or your experience as a builder, to estimate the number of tons of all materials that will be discarded. Fill in the numbers on the appropriate lines in SECTION 2.
3. Total the To Landfill column of tons. Total the To Recycling column of tons. Put the numbers on the Totals line in each column in SECTION 2.
4. Separately, divide each Total by the sum of the two totals, then multiply by 100. Put the resulting numbers in the proper column on the Estimated % Diversion line.
5. Fax the form to 805-788-2345 or take it or mail it to  
Solid Waste Coordinator, Public Works Department  
County Government Center, Room 207  
San Luis Obispo CA 93408

### After Finishing the Project

1. Collect all original receipts for disposal and recycling and add up the tons. Make copies of the receipts.
2. Fill in the actual disposal and diverted (recycled) tonnages for each material. Total each column.
3. Add together the total tons Reused on-Site, Recycled Off-Site and Landfilled. This is the Tons Generated.
4. Add the total tons reused On Site and the tons recycled Off-Site. This is the Sum of Diverted Materials.
5. Divide the Sum of Diverted Materials by the Tons Generated. Multiply this number by 100. This is the % of Materials that was diverted from landfilling, the project's Actual Diversion.
6. Send the completed report form and **original** receipts to  
Solid Waste Coordinator, Public Works Department  
County Government Center, Room 207  
San Luis Obispo CA 93408

**Please note**, the Report will not be reviewed and the **Final Project Approval will be delayed** unless original receipts are included. Keep a copy of the receipts for your use since the originals will not be returned and you may need them later.

## Waste Generation by Project Type

Type of Project	Approximate Waste Generated		
New - Custom	Residential	7.5	Pounds per square foot
New - Tract	Residential	3.2	Pounds per square foot
Remodel	Residential	39	Pounds per square foot
Demolition	Residential	83	Pounds per square foot
New Construction	Commercial	13	Pounds per square foot
Tenant Improvement	Commercial	10	Pounds per square foot
Additions	Commercial	27	Pounds per square foot
Demolition	Commercial	70	Pounds per square foot
Demolition, incl. foundation		100	Pounds per square foot

## Conversion Factors

Mixed Waste	350 Pounds per cubic yard	5.7 cubic yards per ton
Inerts	1,400 Pounds per cubic yard	1.4 cubic yards per ton
Drywall	500 Pounds per cubic yard	4.0 cubic yards per ton
Metals	150 Pounds per cubic yard	13.3 cubic yards per ton
Lumber	300 Pounds per cubic yard	6.7 cubic yards per ton
Cardboard	100 Pounds per cubic yard	20.0 cubic yards per ton

These figures are only to be used as a guide in calculating your Recycling Plan. Your actual numbers may vary. Use the actual numbers from your project when completing the After Construction portion of the form.

## INSTRUCTIONS for the RECYCLING PLAN and DISPOSAL REPORT FORM

A Recycling Plan and Disposal Report is only necessary if you do not use a certified roll-off company or a certified recycling/disposal facility to handle the waste from the project. Call 805-781-1585 or 805-782-8530 for a list of certified companies and facilities. ALLOW ONE WEEK for the Recycling Plan form or the Disposal Report to be processed. Approval of the Recycling Plan is required before a Building Permit can be issued. Submittal of the original receipts and approval of the Disposal Report is required before Final Project Approval is given.

### Before Construction or Demolition begins – The Recycling Plan

1. County Code requires half of all the trash you generate on site be diverted from landfills (that is, recycled). You need to plan how you are going to be sure this material is recycled.
2. **If you are not using an IWMA certified roll-off company or facility**, you need to fill in Sections 1 & 2. Use the Waste Generation Guide and Conversion Factors provided below or your experience as a builder, to estimate the number of tons of all materials that will be discarded. Fill in the numbers on the appropriate lines in SECTION 2.
3. Add up the To Landfill column of tons. Add up the To Recycling column of tons. Put the numbers on the Totals line in each column in SECTION 2.
4. Separately, divide each Total by the sum of the two totals, then multiply by 100. Put the resulting numbers in the proper column on the Estimated % Diversion line.
5. Fax the form to 805-788-2345 or take it to

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## INSTRUCTIONS for the RECYCLING PLAN and DISPOSAL REPORT FORM

Use the actual numbers from your project when completing the After Construction portion of the form.

### After Finishing the Project - The Disposal Report

1. Collect all original receipts for disposal and recycling and add up the tons. Make copies of the receipts.
2. Fill in the actual disposal and diverted (recycled) tonnages for each material. Total each column.
3. Add together the total tons Reused on-Site, Recycled Off-Site and Landfilled. This is the Tons Generated.
4. Add the total tons reused On Site and the tons recycled Off-Site. This is the Sum of Diverted Materials (that is, diverted waste).
5. Divide the Sum of Diverted Materials by the Tons Generated. Multiply this number by 100. This is the % of project waste that was diverted away from landfilling.
6. Send the completed report form and original receipts to  
Solid Waste Coordinator, Public Works Department  
County Government Center, Room 207  
San Luis Obispo CA 93408

**Please note**, the Report will not be reviewed and the **Final Project Approval will be delayed** unless original receipts are included.  
Keep a copy of the receipts for your use because the originals will not be returned and you may need them later.